

# TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

## Trustees Finance and Audit Committee

Tuesday, May 14, 2013 8am (Rescheduled)

Commonwealth Salon / Central Library, 700 Boylston Street, Boston, MA

### AGENDA

1. Welcome  
Chairman Evelyn Arana-Ortiz
2. Review and Approval of Minutes from February 21, 2013  
Ms. Evelyn Arana-Ortiz
3. Review and Approval of the "Wayfinding Signage Implementation for the Boston Public Library Central Library Location at Copley Sq." Contract  
Mr. Ed Maheigan, Manager of Budget and Procurement  
**VOTED: that, the Trustees Finance and Audit Committee approve a contract publicly advertised under G.L.C. 30B, be entered into with Apco Graphics, Inc., 388 Grant Street, Atlanta, GA 30312 the lowest eligible, and responsible bidder, for Wayfinding Signage Implementation for the Boston Public Library Central Library Location at Copley Sq. at a total cost not to exceed two hundred fifty-seven thousand, one hundred nineteen dollars and fifty-four center (\$257,119.54) based on the delegation of authority by the Trustees of the Public Library of the City of Boston.**
4. Review of Contracts for Recommendation by the Trustees at the May 22, 2013 Annual Meeting  
Mr. Ed Maheigan
  - Contract for Inspection, Testing and Servicing of Fire Alarm Systems and Sprinkler Systems at the Central Library and Certain Branch Libraries of the Boston Public Library System for the period of Thirty-Six (36) Months  
**VOTED: that, the Trustees Finance and Audit Committee recommend approval by the Trustees of the Public Library of the City of Boston that a contract publicly advertised in accordance with the provisions of G.L.c.149, Section 44A - 44I be entered into with American Service Company, 35 Hanna Street, Quincy, MA 02169 the sole eligible, and responsible bidder, for Inspection, Testing and Servicing of Fire Alarm Systems and Sprinkler Systems at the Central Library and at Certain Branch Libraries of the Boston Public Library System for a multi-year (three [3] year) period beginning July 1, 2013 through June 30, 2014, and on July 1, 2014 and on July 1, 2015, at a total cost for the three (3) year period not to exceed two hundred three thousand, seven hundred twelve dollars and zero cents (\$203,712.00). The cost for the first Fiscal Year (2014) is not to exceed sixty seven thousand, nine hundred four dollars and zero cents (\$67,904.00), and for each of the next two fiscal years (Fiscal Years 2015 and 2016) not to exceed sixty seven thousand, nine hundred four dollars and zero cents (\$67,904.00), respectively**

- Contract or Contracts for Various Goods or Services Related to the Critical Repair Capital Budget for FY14

**VOTED:** that, the Trustees Finance and Audit Committee recommend approval by the Trustees of the Public Library of the City of Boston to authorize the President, or designee, on behalf of the Trustees of the Public Library of the City of Boston, to enter into a contract or contracts for various goods or services relating to the Boston Public Library System Critical Repair Capital Budget for the period July 1, 2013 through June 30, 2014 provided that each contract entered into pursuant to this authorization shall have been estimated to be less than one hundred thousand dollars (\$100,000.00). In no event will the contracts cumulatively exceed three hundred thousand dollars (\$300,000.00)

- Contract for the Purchase of Books and Certain Other Library Bibliographical Acquisitions Materials for FY14

**VOTED:** that, the Trustees Finance and Audit Committee recommend approval by the Trustees of the Public Library of the City of Boston that there be entered into a non-advertised contract, as authorized under G.L., c30-B, Section 7 (a), referred to as a "Procurement of Library Books", between the Trustees of the Public Library of the City of Boston (a Corporation under Chapter 114 of the Acts of 1878), and the attached vendors list (including any subsidiaries or agents), for the acquisitions of books and for certain other library bibliographical acquisitions materials, in an amount not to exceed the amount appropriated in the Library Department budget for books and other related bibliographical acquisitions materials, during the period July 1, 2013, through June 30, 2014

- Contract for Preventative Maintenance and Repair of H.V.A.C. Systems Throughout the Public Library System of the City of Boston for a period of Thirty-Six (36) Months.

**VOTED:** that, the Trustees Finance and Audit Committee recommend approval by the Trustees of the Public Library of the City of Boston a contract publicly advertised in accordance with the provisions of G.L.c.149, Section 44A - 44I, be entered into with EMCOR Services Northeast, Inc., 80 Hawes Way, Stoughton, MA 02072 the lowest eligible, and responsible bidder, for Preventive Maintenance and Repair of H.V.A.C. Systems throughout the Public Library System of the City of Boston for a multi-year (three [3] year) period beginning July 1, 2013 through June 30, 2014, and on July 1, 2014 and on July 1, 2015, at a total cost for the three (3) year period not to exceed five million, eight hundred seventeen thousand, two hundred sixty five dollars and fifty six cents (\$5,817,265.56). The cost for the first Fiscal Year (2014) is not to exceed one million, nine hundred thirty nine thousand, eighty eight dollars and fifty two cents (\$1,939,088.52), and for each of the next two fiscal years Fiscal Years 2015 and 2016) not to exceed one million, nine hundred thirty nine thousand, eighty eight dollars and fifty two cents (\$1,939,088.52) respectively

- Contract for "HelpDesk: Replacement of the Current HelpDesk Software and the Operating System and Productivity Suite Licenses" Contract

Mr. Ed Maheigan

**VOTED:** that, the Trustees Finance and Audit Committee recommend approval by the Trustees of the Public Library of the City of Boston a Contract for the "HelpDesk Replacement of Current HelpDesk Software and the Operating System and Productivity Suite Licenses" Contract

5. Vote for Recommendation of Extension of the License Agreement with The Uncatered Affair by the Trustees  
**VOTED: that, the Trustees Finance and Audit Committee recommend that the Trustees of the Public Library of the City of Boston that, pursuant to Article V, section V.1 of the existing License Agreement for Foodservice between the Trustees of the Public Library of the City of Boston and The Uncatered Affair, Inc., by mutual consent of both parties, the agreement is hereby extended one year to April 30, 2015**
6. Review of Management Letter, June 30, 2012 for Recommendation by the Trustees at the May 22, 2013 Annual Meeting  
Mr. Sean Monahan, Supervisor of Accounting  
**VOTED: that, the Trustees Finance and Audit Committee recommend that the Trustees of the Public Library of the City of Boston accept "The Trustees of the Public Library of the City of Boston, Management Letter, June 30, 2012" with the Recommendations of Sullivan, Rogers & Company, LLC and the Response of Boston Public Library Management**
7. Request for Delegation of Approval from the Trustees to approve  
"Pay for Print: Replacement of the Current BPL Public Services Pay-for-Print Infrastructure with a new Pay-for-Print/Managed Print System" Contract  
Mr. Ed Maheigan  
**VOTED: that, the Trustees of the Public Library of the City of Boston delegate approval of the Award of Contract for the "Pay for Print: Replacement of the Current BPL Public Services Pay-for-Print Infrastructure with a new Pay-for-Print/Managed Print System" Contract to the Trustees Finance and Audit Committee**
8. Request for Delegation of Approval from the Trustees to approve  
"HelpDesk: Replacement of the Current HelpDesk Software and the Operating System and Productivity Suite Licenses" Contract  
Mr. Ed Maheigan  
**VOTED: that, the Trustees of the Public Library of the City of Boston delegate approval of the Award of Contract for the "HelpDesk Replacement of Current HelpDesk Software and the Operating System and Productivity Suite Licenses" Contract to the Trustees Finance and Audit Committee**
9. Draft FY13 Financial Statement Update  
Mr. Sean Monahan
10. IRS Form 990 "Return of Organization of Exempt From Income Tax" Update  
Mr. Sean Monahan
11. Approve Schedule for Upcoming Meeting  
Ms. Evelyn Arana-Ortiz  
June tbd
12. Other Business  
Ms. Evelyn Arana-Ortiz
13. Adjournment  
Ms. Evelyn Arana-Ortiz